

CAPITOL COMPLEX CONFERENCE ROOMS FOR STATE AGENCY USE

Revised 7/1/2015

BUILDING	CONFERENCE ROOM	CAPACITY	PHONE/PH. JACK	INTERNET	WHITE BOARD	SCREEN	CAMERA	NO FOOD/ DRINK	ADVANCE RESV.	CONTACT NAME	AGENCY	PHONE #
CAPITOL	Leg.Dining Room (Rm 15)	49	Yes	Yes						House Meghan Nelson	Leg.	281-5383
ICN video conferencing available	House Committee Rm #19	49	Phone jack	Yes				X		House Meghan Nelson	Leg.	281-5383
	House Committee Rm #304	49	Yes	Yes				X		House Meghan Nelson	Leg.	281-5383
	House Committee Rm #304.1	18	No	Yes						House Meghan Nelson	Leg.	281-5383
	House Committee Rm #305	49	Yes	Yes				X		House Meghan Nelson	Leg.	281-5383
	House Committee Rm #308	18	No	Yes						House Meghan Nelson	Leg.	281-5383
	Room 22 (No Food)(Senate)	50						X		Senate	Leg.	281-5307
	Room 24 (No Food) (Senate)	50						X		Senate	Leg.	281-5307
	Room 116 (Senate)									Senate	Leg.	281-5307
<i>Rooms @ Capitol Subject to being "bumped" upon Leg. Committee Needs</i>												
DEPT OF THE BLIND	4 th & Watson Powell Jr. Way Room	200	Yes			Yes			Yes	Tiffany Bickell	Blind	281-1336
GRIMES	1 st Floor NE Corner (E. 13 th Side of Building) See ICN Receptionist									Lori Larsen	ICN	725-4713
	2 nd Floor State Board Rm	35 (15 around the table)	Yes	Yes		Yes				ED.Conference@iowa.gov	ED	
	2 nd Floor South	10	Yes	Yes	Yes					ED.Conference@iowa.gov	ED	
	3 rd Floor North	20	Yes	Yes	Yes					ED.Conference@iowa.gov	ED	
	3 rd Floor South	15	Yes	Yes	Yes					ED.Conference@iowa.gov	ED	

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	Basement 100 –(Has WiFi, 3 Screens, Built in projector)	60	Yes	Yes						ED.Conference@iowa.gov	ED	
	Basement 50	30	Yes	Yes						ED.Conference@iowa.gov	ED	
HOOVER	B-Level, OCIO Room 1	12 (10 around table)	281-5117	Yes	Yes	Yes				Patsy Tallman	OCIO	281-5503
	B-Level, OCIO Room 2 (Can be combined w/3)	15 (10 around table)	281-0268	Yes	Yes	Yes				Patsy Tallman	OCIO	281-5503
	B-Level, OCIO Room 3 (Can be combined w/2)	15 (12 around table)	281-8095	Yes	Yes	Yes				Patsy Tallman	OCIO	281-5503
	B-Level, Learning Ctr	9	281-8125		Yes	Yes	Projector			Patsy Tallman	OCIO	281-5503
	B-Level, Learning Classroom	9	281-6059		Yes	Yes	Projector			Patsy Tallman	OCIO	281-5503
	A-Level, Conf Room 1, South	8(For internal DAS use only)	281-6214	Yes	Yes	No	Projector			Susan Churchill Colleen Jones	DAS DAS	281-3351 281-5889
	A-Level, Conf. Room 4, South	10 (For internal DAS use only)	SP 281-3697	Yes	Yes	No	Projector			Susan Churchill Colleen Jones	DAS DAS	281-3351 281-5889
	A-Level, Conf. Room 5, North	50	725-0301 – Must pick up phone at DAS Reception Desk to set up in conference room. Internet service is available, but you must call OCIO 24 hours in advance to request hook-up.	Yes	Rooms can be combined. TV/VCR Available Projector and Projection Screen in each room					1) Carrie May 281-5456 2) Susan Churchill 281-3351 3) Darcy Doty 725-2041	DAS	
	A-Level, Conf. Room 6, North	50	725-7970 – Must pick up phone at DAS Customer Service to set up in the conference room. Internet service is available, but you must call OCIO 24 hours in advance to request hook up.	Yes								

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	A-Level, Conf. Room 7, North	25–30 (16 around table)	SP 281-0970 – Must pick up phone at DAS Customer Service to set it up in the conference room. Internet service is available, but you must call OCIO 24 hours in advance to request hook up.	Yes	Yes		Rooms 7 & 8 CANNOT Be combined			1) Hollie Welch 281-3204 2) Megan Richmond 281-5778	Revenue Revenue	
	A-Level, Conf. Room 8, North	16	SP 281-0985 Must pick up phone at DAS Customer Service to set it up in the Conference Room. Internet service is available, but you must call OCIO 24 hours in advance to request hook up.	Yes	No					Suzy Trotter Colleen Jones	DAS	281-7259 281-5889
	A-Level – Procurement Conf. Room	15								Michelle Boyd	DAS	725-2275
	1 st Floor DHS Computer Training Room									Maryjo Beckman	DHS	281-4351
	1 st Floor, SE Side 1 (Can be combined w/side 2)	15	281-0263	Yes	Yes					Savy Chhith	DHS	281-4190
	1 st Floor, SE Side 2 (Can be combined w/Side 1)	15	281-6375	Yes	Yes					Savy Chhith	DHS	281-4190
	2 nd Floor – O'Connor Room	20	Phone Jack						Only book 1 week prior	Deb Humphrey	AG	725-2841
	5 th Floor NE – Side 2	15	281-3261	Yes	Yes					Savy Chhith Sharon Wilkerson	DHS DHS	281-4190 281-6085
	5 th Floor NE – Side 1	15	281-6717	Yes	Yes							
	5 th Floor SW	15	281-8112	Yes	Yes					Savy Chhith	DHS	281-4190

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LUCAS	2 nd Floor # 208	10	SP 281-4563		Yes				Requires advanced notice	Linda Scott	DHR	242-5655 281-3164
	2 nd Floor # 201	25	Yes		Yes	Yes			Short meetings only	Glenda Pohlpetter	AUD	281-5834
	2 nd Floor # 204	10	Yes		Yes				Short meetings only	Glenda Pohlpetter	AUD	281-5834
	3 rd Floor NW, # 311	12	SP 281-6347		Yes				30 days for other than DIA agencies	Sue Bradley	DIA	281-7102
	3 rd Floor South Side 1 # 319	25	SP 281-4666		No	Yes			"	Sue Bradley	DIA	281-7102
	3 rd Floor South Side 2 #320 (Two tables side by side; 20 people will fit around them)	20	SP 281-3308		Yes				"			
	3 rd Floor (both sides)	50							"		DIA	281-7102
	4 th Floor South Central # 418	20	SP 281-0100		Yes				"		DIA	281-7102
	4 th Floor NE, # 422	12	SP 281-5156		Yes				"		DIA	281-7102
	4 th Floor N.Central # 424	30	SP 281-5587		Yes				"		SPD	281-7291
	5 th Floor, South Side 1 #517	25	SP 242-5010	Yes	Yes				"	Receptionist	DPH	281-7689
	5 th Floor, South Side 2 #518	25	SP 281-7729	Yes	Yes					Susan Doughman/ Lynn Long	DPH	281-7689
	4 th Floor – Room 415	25	281-5254	No	No							
	5 th Floor, West Side #513	12	SP	Yes							DPH	281-7689
	5 th Floor East Small (524)	6	281-7181	Yes							DPH	281-7689
	5 th Floor East Large (523)	12	281-7200	Yes							DPH	281-7689
HISTORICAL	Auditorium	250	No Phone	Very				X		Peri Montufar		281-

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				Spotty						Vania Boland Jessica Rundlett Ms. Chris Kramer		3809 281- 8823 281- 7471 281- 3223
Classrooms 3 W-A and 3W-B can be combined.	Classroom 3W-A	30						X		Peri Montufar Vania Boland Jessica Rundlett Ms. Chris Kramer		281- 3809 281- 8823 281- 7471 281- 3223
	Classroom 3W-B	50	Need to request a phone when reserving the room if you need it.					X		Peri Montufar Vania Boland Jessica Rundlett Ms. Chris Kramer		281- 3809 281- 8823 281- 7471 281- 3223
	See New Historical Website at: http://das.gse.iowa.gov/gen_info/historical.pdf											
	Historical Bldg. does charge for use of space											
WALLACE	Auditorium (No Food or Beverages allowed in Auditorium)	283	None	None	No	Yes	No	X		Suzy Trotter Tera Granger	DAS DAS	281- 7259 281- 5360
	Atrium Area	--	Available to agencies in the building only							Suzy Trotter Tera Granger	DAS DAS	281- 7259 281- 5360
	1 st Floor East	15	Phone jack (bring own phone)						30 days	1) Rachel Leibold 281-5322 2) Katie Hyde 281-5305	IDALS	
	1 st Floor West	15							30 days		IDALS	
	1 st Floor (Both E & W)	30							30 days		IDALS	

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	2 nd Floor (both N & S)(Do not divide this room anymore)(same floor as Auditorium)	30	Phone jack (bring own phone)			Yes			30 days		IDALS	
	4 th Floor East (Dir.Conf.Rm)	25	Phone jack		Yes	Yes			1 day Adv	Karen Fynaardt	DNR	281-8650
	4 th Floor West	25	Phone in room		Yes	Yes				Karen Fynaardt	DNR	281-8650
	4 th Floor (both E & West)	50								Karen Fynaardt	DNR	281-8650
	5 th Floor East	25	Phone in room		Yes					Karen Fynaardt	DNR	281-8650
	5 th Floor West	25	Phone in room		Yes					Karen Fynaardt	DNR	281-8650
	5 th Floor (both E & W)	50								Karen Fynaardt	DNR	281-8650
OLA BABCOCK MILLER	1 st Flr. #157 (Johnson Brigham) On Line form: StateLibraryofIowa.org Tab – About Meeting Rooms Use the “On line reservation request form)	8-10	Phone jack with phone	Yes – bring your own laptop	Yes	Yes				Toni Blair Fran Fessler	Lib Lib	281-8958 281-5790
NO AFTER HOURS EVENTS W/O LEGISLATIVE APPROVAL	3 rd Flr. #310, W (ICN Classroom) (See above for on line reservation request form)	30-40	Phone jack with phone	Yes – bring your own laptop	Yes	Yes	Yes			Toni Blair Fran Fessler(MUST contact Toni to fill out appropriate forms to reserve)	Lib Lib	281-8958 281-5790
	3 rd Floor, Room # 300 (From October to end of session subject to being "bumped" if Legislature needs the space.	30		Yes	Yes	Yes	Yes		e-mail Nicole to schedule	Nicole Navara Nicole.Navara@legis.statei.ai.us	Legis.	281-6766
	DO NOT attach anything (notices, etc.) to walls, marble or handrails.											
JESSIE PARKER	Voc Rehab - Grant Room	75-100	Yes - No long distance calls	No	Yes	Yes - need to reserve	No	Yes, Please clean	1 st to schedule	Carol Stewart	IVRS	281-4318

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								up				
	North West Conf. Room - 1 st Floor (No tape on walls)	25	Yes	Yes	No	Yes	No	Coffee/ Please clean up	Only book 1 week prior – e-mail Abigail Williams	Abbie Williams	Corrections	725-5701
	PERB											
	Ethics											
WORKFORCE	1 st Floor - Capitol View Conf. Room	40	SP 281-6339	Need IWD permission	No	No	No		Yes-based on availability	Diana DeHeer	IWD	281-5196 or 242-5196
	1 st Floor - Stanley Room	30	SP 242-5008	Need IWD permission	Yes	No	No			Diana DeHeer	IWD	281-5196 or 242-5196
JUDICIAL	Conf. Room 116	14	Yes – Bring your own phone. No long distance calls	Yes-bring your own laptop	No	No	No		Rooms may be reserved no more than 30 days in advance	e-mail to schedule Tina.Schweitzer@iowacourts.gov	JB	281-5241
	Conf. Room 165	25	Yes–Bring your own phone. No long distance calls	Yes–bring your own laptop	No	Yes	No				JB	281-5241
	Auditorium	49	Yes–Bring your own phone. No long distance calls.	Yes–bring your own laptop	No	Yes	(Projector)	X			JB	281–5241
ANKENY LABS	Conf. Room 207 Conf. Room 208 Conf. Room 209 Training Lab	30/per room – can be opened for 90	Yes	Yes		Yes	Yes			Garnett Wheeler wheeler@dps.state.ia.us .	DCI	559-7073
DPS BUILDING (Oran Pape Building)	Public Conf. Room Conf. Room 125 1 st Floor	30 (Extra seating around the walls)	Yes	Internet – Yes Wi-Fi – No	Yes	Yes	Yes	Yes		Tina O’Connell Toconnel@dps.state.ia.us (Other rooms in secure area may be available)	DPS	725-6000
IUB/OCA Building	Call Sharon to discuss availability									Lynn Zook-Slagg	IUB	725-7334

East Grand Office Park	2 nd Floor Main Conf. Room/ICN Room	40	Yes	Yes	Yes	Yes	Projector	Yes	Yes	Anita Lemons	IEDA	725-3022
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* Any changes/corrections – please notify Suzy Trotter 281-7259 Suzy.Trotter@iowa.gov or Tera Granger 281-5360 Tera.Granger@iowa.gov